

Bid Request

Iowa Department of Education
Iowa School Health Profiles

Submission Deadline: September 4, 2007, 4:30 p.m.

Project completion: Phase One, February 29, 2008

Phase Two, February 28, 2009

(Depending on continuing CDC funding)

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Bureau of Administration and School Improvement Services, Grimes State Building, Des Moines, IA 50319, 515-281-5811.

Purpose

The purpose of this Request for Bids is for individuals to submit proposals which will include survey administration, analyze and reporting of results for the Centers for Disease Control and Prevention (CDC)-mandated 2008 Iowa School Health Profile (ISHP) under the HIV Prevention Cooperative Agreement, U87/CCU7227610 – 05, with the Iowa Department of Education's HIV/AIDS Program. Phase One of the Profiles survey will be completed by February 29, 2008. Phase Two of the Profiles will be completed by February 28, 2009, contingent on ongoing 2008 – 2009 funding of the Iowa Department of Education's HIV/AIDS Program Centers for Disease Control and Prevention (CDC) Co-Operative Agreement. The Iowa Department of Education intends to notify the recipient of the bid by September 21, 2007.

Goal and Requirements

The overall goal for this project is to work with the Iowa Department of Education, HIV/AIDS Program, Westat, and CDC to administer and report results for the 2008 Iowa School Health Profile. The qualified individual will sign a contract with the Iowa Department of Education describing the project purpose, goals, objectives, activities, and itemized budget.

The qualified individual will have a background in education, measurement, statistics, research methods and the Iowa School Health Profiles (ISHP) and Iowa Youth Risk Behavior Survey (IYRBS). In addition, the qualified individual will have experience in evaluation, analysis and reporting.

Format and Content of Bid Proposals

The bid request due **September 4, 2007**, shall be a brief typewritten proposal not to exceed six pages.

All bids shall include the qualified individual's full name, address, telephone number, tax identification number, fax number, a contact email and a description of professional qualifications and experiences in education, measurement, statistics, research methods, Iowa School Health Profiles, Iowa Youth Risk Behavior Survey, comparison to national findings as applicable, evaluation analysis and reporting.

Description of proposal to review, examine, compare, analyze, report, develop recommendations and state priorities to the extent possible from previously conducted Iowa School Health Profiles and previous Iowa Youth Risk Behavior Surveys as needed.

A proposed budget **with project completion date of Phase One February 29, 2008/Phase Two February 28, 2009.**

One copy of the bid request shall be submitted, electronic submissions are welcome to:
Sara A. Peterson, HIV/AIDS Project Director
Iowa Department of Education, HIV/AIDS Program
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146
sara.peterson@iowa.gov

Bid Evaluation

The HIV/AIDS Project Director and Bureau Chief of Nutrition, Health and Transportation Services, will review and evaluate all bids by the individual's qualifications, project purpose, goal, additional information and the proposed budget. The evaluation will be on a scale for each area of not meeting, meeting or exceeding expectations. The selected bid is subject to the approval of the Bureau Chief, Bureau of Nutrition, Health and Transportation Services, Iowa Department of Education.

Final Deliverable

Phase One, February 29, 2008; the individual submits a summary report of what has been completed during the first year of the RFP. **Phase Two, February 28, 2009,** (contingent on continuing CDC funding) the selected individual submits a final written report, executive summary, and web-ready document detailing the projects findings including, purpose, goal, information and a final budget invoice.